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Whether anything has been transcribed in the credentials without confirmation by signature and the seal of the organization, kraj committee, or Central Committee.

If a member or candidate has lost his credentials, he will be subject to disciplinary action, as established by the organizational rules.

If any former members and candidates who have lost their membership, resigned, or been expelled have not returned their credentials to the organization, such credentials must be obtained from them immediately and sent to the okres secretariat. Credentials are the property of the Party.

Control shall be carried out by factory organizations for all their members and candidates. Local organizations shall carry out the control only for members and candidates paying dues to them, not for those who are registered.

Each member or candidate in whose place of employment a factory organization exists, or is newly established, must be taken into the organization and must pay his dues to it.

The committee of a basic organization shall carry out control with the aid of the cell leaders. Each member and candidate shall be visited by his cell leader, who shall ascertain the status of his credentials. If a cell leader is unable to perform this task alone, he shall be assisted by a member of the committee. At the committee meeting the cell leader shall submit a report on the result of the control for the members and candidates of his cell. The committee shall discuss the report and prepare a proposal for the membership meeting as to which members and candidates are to be granted control stamps.

A member or candidate whose credentials are not in order shall be dealt with by the committee of the organization. The committee may propose that an admonition or reprimand be issued to him by the membership meeting. It will propose that the control stamp be affixed to his credentials when the defects therein are eliminated within a precisely specified time.

Anyone who has not paid his dues for more than 3 months, and who shows no desire to do so, shall be proposed by the committee for loss of membership. This matter is discussed as follows in the organizational rules:

"A Party member who, without serious reasons and in spite of repeated warnings, has not paid his dues for a period of 3 months shall lose his membership in the Party. The committee's proposal for loss of membership must be adopted at the membership meeting, and the decision must be confirmed by the okres committee. No decision of a Party organization concerning loss of membership is valid without such confirmation. A member may appeal the decision of his organization to higher bodies. Candidates may lose their Party affiliation in a similar manner."

If the committee ascertains that a man does not belong in the Party and is injuring the Party's good name, it shall submit a proposal for his expulsion.

Defects in the credentials of a member or candidate must be quickly eliminated so that the control stamp may be affixed thereto after the decision of the membership meeting.

If a member or candidate has not paid his dues for a period not exceeding 3 months, he shall pay them to his cell leader immediately at the time of the control or within a very short period which shall be precisely specified. Also, if it is ascertained that he has not been paying the prescribed amount of dues, he shall make up the arrears.

According to the decision of the Presidium of the Central Committee, Communist Party of Czechoslovakia on 15 August 1948, concerning the verification of all members, a member's credentials are invalid without a verification stamp. If a member

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has no verification stamp on his credentials, the reason for its absence must be ascertained. If such a member was granted a 3- or 6-month delay at the time of verification and still has no verification stamp and has not been transferred to the status of candidate, this matter must be taken up at the committee and membership meetings. It must be decided whether he is to be checked and given a verification stamp or transferred to the status of candidate, so that he may be granted a stamp by 31 January 1950. In making such a decision, the organization will be guided by the instructions published in Funkcionar, No 7, 15 April 1949, page 324.

If, for any other reason a member has no verification stamp, an investigation must be made. The committee of the organization shall send the result of the investigation to the okres committee, which will discuss each case individually. After a careful examination, the okres committee shall submit its proposal to the kraj committee, which shall hand it over to the Central Committee for decision.

If any incorrect data are discovered in credentials, the committee of the organization shall see to it that they are corrected.

The following rules must be observed:

Corrections of date and place of birth as well as changes of name (through marriage) shall be made by the committee of the basic organization after the appropriate documents are submitted.

Corrections of dates of membership in the Party may be made on the basis of documents only by the kraj committee or the Central Committee.

Each correction in credentials must be dated and confirmed by the seal of the organization making it, with the signature of the responsible official.

If a correction has been made in the credentials without the seal of the party organization which made it, it will be necessary to require that the seal be affixed. If anyone has made a correction in his credentials himself, he will be subjected to an investigation in order to ascertain whether he did so with intent to misuse his credentials.

Registration of the extension of a candidate's waiting period is made by the okres committee.

Efforts must be made to eliminate any other defects in credentials.

Control stamps may be granted only to those whose credentials are in order. However, it is necessary to refrain from mechanical judgement. An enemy who has wormed his way into the Party may have his credentials absolutely in order, whereas it can happen that even a respected member neglects his duties. Therefore, it is necessary during the control to consider the work of the member or candidate and to know his relationship to the Party. We will depend primarily on sincerity of attitude toward the Party.

It will also be decided, in the case of those candidates whose waiting period has expired, whether they are to be transferred to the status of members. The committee must discuss all these cases without delay, and submit them to the membership meeting for decision. This must be decided by 31 January 1950 for all candidates whose waiting period has expired by that time. The organization will be guided in its decision by the instructions concerning "Individual Verification of Candidates On Completion of Their Waiting Period," published in Funkcionar, No 7, 15 April 1949.

It is very important to ascertain whether a candidate's waiting period has been correctly stipulated. A one-year period is proper only for industrial and agricultural workers; all others who were assigned a one-year period must have it extended. The extension of the waiting period must be duly explained and approved at the membership meeting.

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Each candidate must be discussed, first at the committee meeting and then at the membership meeting. His political maturity, devotion to the Party, and personal characteristics must be carefully examined. It must also be determined how he has acquainted himself with the policy principles and organizational rules of the Party, how he has performed the duties assigned to him by the organizational rules, whether he is working in the organization and attending the membership meetings, how he is participating in the Year of Party Education, whether he pays his dues regularly, whether he regularly reads the Party press, and whether he persuades those around him of the correctness of Party policy. It must be determined how he is fulfilling the tasks assigned to him by the organization, and how he has worked in official positions and in non-Party organizations. The performance of his duties to the state must be examined especially carefully. Each candidate must be precisely and responsibly judged.

Only a candidate whose waiting period has been correctly assigned, who has made a good showing during that period, and who gives definite promise of being a good member of the Party may be proposed for full membership. This year only candidates from the ranks of industrial and agricultural workers will be proposed, and only those who meet all the conditions. Otherwise, the waiting period of candidates will be extended for one year.

If it is ascertained that a candidate does not realize the significance of the Party, shows no interest in Party work and ideological-political training, and there is no hope of his attitude toward Party work changing, his suspension may be proposed.

If it appears that he has an alien and inimical attitude toward the Party, that he injures the good name of the Party by his conduct, or that he grossly violates Party discipline, his expulsion will be proposed.

At the same time the organization shall make certain that it has appropriately provided for the training of candidates, and it shall take such measures that candidates may be supported in every way in their effort to become good Party members.

The membership meeting shall discuss the committee's report on the results of the control and all defects which were discovered. It shall then decide which persons are to be granted control stamps, which are to lose their membership, and which are to be expelled.

The cell leaders shall affix the control stamps to the credentials in accordance with the decisions of the membership meeting. All members and candidates must have the control stamp affixed to their credentials by 31 January 1950.

Control stamps "Kontrola 1949," which have been issued by the secretariat of the Central Committee, shall be obtained by the basic organization at the okres secretariat, according to the number of members in the organization. The okres secretariat shall be paid one crown for each control stamp, which the organization shall collect from the member or candidate when the stamp is affixed to his credentials. Unused stamps shall be returned to the okres secretariat by 10 February 1950. At the same time, the organization shall send a report regarding the execution of Party credential control on the attached form.

Along with the control of members' credentials, the clerk shall put the membership card file in order. This will be done according to the instructions given below. The clerk shall submit a report to the committee concerning the result of the control of the card file, and shall announce this information to the membership meeting.

The control of credentials will be a good preparation for fulfilling the great task of 1950: the exchange of credentials.

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CONTROL OF THE CARD FILE

The tasks of the clerk in carrying out the control of the card file are as follows:

1. When the cell leader's report on the result of the control of credentials of each member and candidate, is submitted to the committee meeting, the clerk must have the membership file cards at hand so that he may be able, if necessary, to clarify any disputable information in the credentials. At the same time, he shall check each file card to see whether all items have been filled out, and he shall make necessary changes and additions in accordance with the notebooks of the cell leaders.

2. He shall also ascertain whether the results of the 1948 check are entered on all file cards. If they are lacking, he shall fill them in, according to the records of the membership meeting.

In the case of a member who was granted a 3- or 6-month delay and checked again, the result of this check shall be indicated on the card with the date of the membership meeting which approved the verification.

If a member has been transferred to the status of candidate, the following shall be indicated on his file card: "Candidate from.....to....."

In the case of candidates with a one-year waiting period who have been transferred to the status of members, the clerk shall write on the card "Member from....," with the date of the membership meeting which approved the transfer. The extension of a waiting period shall also be indicated on the membership file card.

3. During the control the clerk shall ascertain whether all members and candidates have a card in the file, and conversely, whether the file contains the cards of any members or candidates who are no longer in the organization.

If the card of any member or candidate is lacking, the clerk shall prepare a temporary card on a clean sheet of paper and shall insert it into the card file. Then he shall compile a list of all such members indicating the organizations from which they have come, and shall send it to the okres secretariat with a request that the file cards from their former organizations be forwarded.

The cards of those who have been expelled, have lost their membership, resigned, or died, shall be transferred to a separate file. If no report of any such change has been sent to the okres secretariat, it shall be done.

The cards of members who have changed their place of employment or residence shall be sent to the okres secretariat along with the report of changes.

The cards of soldiers in active service shall be left in the card file with the notation: "In military service." The control of their credentials will be carried out in their unit organizations.

4. The clerk of a local organization shall also ascertain whether all members working in a factory are members of the factory organization. If not, he shall notify the committee in order that they may be transferred to the factory organization and be merely registered in the local organization. The clerk shall send the cards with a report of changes to the okres secretariat, and shall prepare a registration card (with a black border) for his organization's card file.

5. The clerk shall make a final adjustment of the card file in accordance with the decision of the membership meeting concerning the result of the control of credentials, and shall send a report of changes to the okres secretariat.

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6. The clerk shall submit a report to the committee meeting and the membership meeting concerning all changes which were made in the card file.

The clerk will find details on how to record changes in Funkcionar, No 19, page 934, in the article "Report of Changes in Membership Strength."

The clerk is responsible for the proper management of the card file, which exclusively serves the needs of the committee of the organization and higher Party echelons. He shall fill it out in cooperation with the other members of the committee, mainly with the chief of the cell leaders and the treasurer.

The clerk must be able to tell from the card file when the waiting period of each candidate is to expire, so that he may be able to inform the chairman of the organization in time.

A properly maintained card file assists the committee in the management of the organizations, and will also be of great help in compiling the report for the anniversary membership meeting.

[Sample form]

REPORT OF THE CONTROL OF PARTY CREDENTIALS

Organization local

factory

Our organization has _____ members, _____ candidates, or a total of _____

We received _____ control stamps from the okres secretariat.

A total of _____ control stamps were affixed to the credentials of members and candidates.

_____ stamps were not used because of loss of membership; _____ were not used because of expulsion.

The remaining _____ control stamps are returned herewith.

Seal of Organization:

Date:

Signature of Chairman:

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